

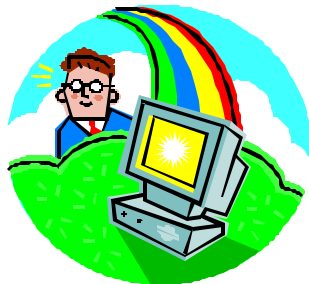
Other Library Materials About Computers

Of course the library has books on computers and the Internet that you can check out., Most of these are in the 004 and 005 nonfiction sections. Just ask any staff member and they will be glad to direct you.

We also have videos and CDs on computer related topics.

Finally, we have computer magazines including, PC World, and MacWorld. Back issues of these magazines can be checked out for one week..

***Get connected at
your library!***



Catawba County Public Library Computer Labs

Conover Express Branch Lab
101 First Street East
Conover, NC 28613

Newton Library Computer Lab
115 West C Street
Newton, NC 28658

Catawba County Public Library Computer Labs

FREE COMPUTER CLASSES

Conover Express and Newton Library Computer Labs



Tel: 465-8661 Or 465-8291

OUR LINEUP OF CLASSES...



**GET
CLICKING!**

Catawba County Public Library offers free computer classes for adults on a monthly basis at the Conover Express and Newton library computer labs. Our classes are aimed at beginners, and one of our primary goals is to help folks start to feel comfortable with the computer.

A monthly calendar of classes offered at each lab is available at any of our library branch locations. Not every class is offered every month. There is limited seating, so registration is required. Call 465-8661 or 465-8291 to register.

Introduction to Computers & Windows
For beginners, this is a basic introduction to the parts of the computer, the Windows operating system, and yes, the mouse. (1.5 hours)

Intermediate Windows
More about Windows operating system including settings and files and folders. (1.5 hours)

Word Processing Basics, Featuring Word

An introduction to basic word processing skills including how to select, copy and paste text. (1.5 hours)

Intermediate Word Processing, Featuring Word

Continues exploring skills in Word including, page set-up, bullets, tables, labels and envelopes, and clip art. (1.5 hours)

Spreadsheet Basics, Featuring Excel

Create a very simple spreadsheet using Excel. (1.5 hours)

Internet Searching Basics

Learn how to navigate using the Internet Explorer browser and some basic search techniques for finding information on the web. (1.5 to 2 hours)

Internet Email

Don't have an email account of your own yet? We will help you sign up for a **free** email account with Hot-mail or Yahoo. (1.5 hours)

Troubleshooting and Maintaining Personal Computers

Before calling a technician, let us show you how to check basic hardware connections and operating system utilities to help you keep your system running smoothly. (1.5 hours)

Health on the Web

Health resources are among the most searched for types of information on the web. This class presents an overview of **quality** health web sites. (1.5 hours)

Introduction to the Library's Online Catalog

We'll show you how to find your way around the library's online computer catalog. Remember, you can access the library's catalog from your home computer. (1.5 hours)

Introduction to NC Live

NC Live is a wonderful collection of electronic databases that includes many full text articles from magazines, journals, and newspapers. These quality materials are often not available on the free web. We have access to them through the NC State Library. Come take a tour of NC Live and learn how you can enhance your research results. (1.5 hours)

Getting Started on Your Resume

Resume basics, adapting your resume to work in the Internet dimension, and a look at Microsoft Word's resume templates. (1.5)

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